



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**  
**Sunday, September 4th, 2022**

**Meeting Chaired by:**  
**Gabbie Cruz, Artistic Director**

**Prepared by:**  
**Levi Nabe, Webmaster**

**Sock 'n' Buskin General Board Meeting**

**- Meeting Minutes -**

## **Sock ‘n’ Buskin General Board Meeting Minutes**

Sunday, September 4th, 2022

<b>Meeting Attendance – Sunday, June 15th, 2022</b>		
<b>Position</b>	<b>Councillor</b>	<b>Attendance Status</b>
Artistic Director	Gabbie Cruz	Present
Artistic Director	Andrea Makris	Present
Treasurer	Siena Pacheco	Present
External Coordinator	Naomi Badour	Present
Internal Coordinator	Arianna Fuke	Present
Graphics Coordinator	Lauren McLaughlin	Present
Production Coordinator	Josiah McLellan	Absent
Events and Accessibility	Aahana Uppal	Present
Social Media Coordinator	Olivia Rumbell	Present
Webmaster	Levi Nabe	Present
Outreach and Accessibility Coordinator	Erin Chappel	Present

### **Motion to Open**

First: Lauren McLaughlin

Second: Aahana Uppal

# **Sock 'n' Buskin General Board Meeting Minutes**

Sunday, September 4th, 2022

**- Meeting Begins –**

## **Round Table Board Updates**

### **Webmaster:**

- Update today's meeting minutes
- Working on show pages (Focusing on *Dracula*)
  - Audition page for *Dracula* is almost finished (It will be ready to be posted for Tuesday, after the launch party)

### **Treasurer:**

- The idea to add an honorarium to the budget (300\$ for Artistic Directors and 100\$ for general board members)
  - The vote was unanimous (It will be added; we will check in with other members who weren't at the meeting about it)
- All show budgets have been set (Will go over it with *Dracula* team)
  - There is some wiggle room, but hoping to stick to it

### **Events and Accessibility:**

- The board for Expo is finished (SnB business cards and stickers will be handed out for Expo)
  - Went over the shifts for Expo
- Launch party is at September 6th (We have reached full capacity for Haven)

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- Went over the scheduling for the launch party (Arrival time, set-up, registration, powerpoint, board introductions, volunteer opportunities, shows for this season will be announced...)
- Looked over the powerpoint (Added a land acknowledgement)
- How the games will work (Such as big wind blows, communication chain, speed mingling and story building game)

### **Social Media:**

- Will be at the Expo and launch party (Will make some story posts, at/during the events for marketing)
- Push the marketing for the *Dracula* auditions (On all fronts)
- Still no current access to the Facebook page (Will post if/when they can)
  - Still looking into getting that problem fixed

### **Graphics:**

- The mini graphic for the shows are complete (Can now be posted anywhere they're needed)
- Audition graphics are in the works (Ready to be posted on Tuesday)
- Show posters are starting to be planned (Figuring out ideas mainly for *Dracula* currently)

### **Internal Coordinator:**

- First newsletter just came out
- Facebook page needs to be able to be accessed by new artistic directors (We are unable to do so right now, will be contacting Facebook about this issue)
  - Social media will pass along info that needs to be posted onto the Facebook in the meantime

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### **Production Coordinator:**

- Sending out production forms for the production teams
- Will be getting back into the office
- Figure stuff out about the spare lumber

### **External Coordinator:**

- Assigned roles to volunteer that we already have
  - Emails going out to them surrounding info about the shows, when they are announced at the launch
  - Focusing on *Dracula*, as it's the first show of the season
- Will be gathering more volunteers at the Expo and launch party (And at *Dracula* auditions if needed)
- Sending out another call for volunteers (Possible create a QR code)

### **Outreach and Accessibility:**

- Sending out emails to the PMC, Charleton ect...
  - Looking into equity workshops or courses (Unable to find any at the moment)
- Create a form for volunteers, to market the equity coordinator position (Possibly at Expo or launch party)
- Equity coordinator is the big issue at the moment
  - Is willing to take on the role of Equity coordinator (If no one else applies)

### **Artistic Director Updates:**

- *Dracula* auditions will be housed in Paterson building (Room 114)
- Costume room is 70% clean (Sorted into costumes and sets/props)

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- Sort out excess lumber and stuff in Carp shop (Josiah will deal with the lumber)
- Need people for tabling for *Dracula* auditions on the 10th (They are in 2 hour time slots)
- For *Clue* and *Elephants Graveyard* won't be using the KM Theatre (Possibility to rent out a highschool theatre/auditorium)
- The rights for *Clue* need to be bought, the Director doesn't need the music (Are able to buy them now)

### **Production Updates**

#### *Dracula*

- Auditions are next weekend (September 10th and 11th)
- Planning out audition slides (reading through the script, vague blocking)
  - What were looking for in the auditions
- Planning stuff for marketing (Posts and stories for social media)
- Physical scripts are on the way (In transit; Toronto currently)
  - Looking for a full digital copy if needed for the read through
- Once rehearsals are scheduled, will look into booking rooms (Giving this task to Assistant/Stage Managers)
- The show will be housed at the KM Theatre (Deposit has been put down)

### **Open Forum**

- CUSA has updated how club leadership works
  - Article 7; leadership
    - Every member must reapply for positions whether or not they're a previous or newly applying member of the board

## **Sock 'n' Buskin General Board Meeting Minutes**

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- The SnB constitution must be updated to fit the new CUSA guidelines

### **Round Table Discussion**

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### **Motion to Close**

First: Lauren McLaughlin

Second: Aahanna Uppal

**- Meeting Adjourned -**